

PLYMOUTH VTS STUDY LEAVE PROCESS

FROM 01 APRIL 2026

- **⚠ TL;DR**
Apply in advance using ALM. Add all estimated expenses before you submit.
- If you claim travel, include the number of miles and the mileage rate.
- Upload all receipts, plus the email from your placement confirming approval of the study leave time and the TPD email confirming funding authorisation.
- Submit mileage and subsistence expense claims within 8 weeks of the event.

WHO IS THIS FOR?

This FAQ is for **all Plymouth GP Registrars**, whether you are currently in a **GP placement or secondary care placement**.

If you want to apply for **study leave time** or **claim study leave expenses**, you must use **Accent Leave Manager (ALM)**.

This is a process change and does not alter the GP Study Leave policy [Study Leave Guidance - Working across the South West](#)

All queries relating to study leave should be sent to s.anderson33@nhs.net

All queries relating to using Accent should be sent to england.imsupport.south@nhs.net

WHAT IS ACCENT LEAVE MANAGER (ALM)?

Accent Leave Manager (ALM) is the national system used to:

- Apply for study leave (**time** and **expenses**)
- Record approved study leave.
- Submit claims for study leave expenses.

ALM is linked to the **Trainee Information System (TIS)**, so you already have an account if you are in a current training programme.

DO I HAVE AN ALM ACCOUNT ALREADY?

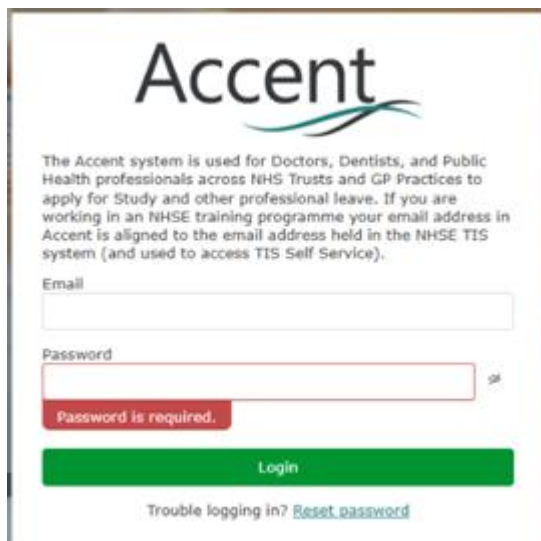
Yes. If you are a GP Registrar in a current training programme, an ALM account is automatically created for you.

Your account is linked to the **email address held on TIS**.

HOW DO I LOG IN TO ALM?

[Accent Leave Manager portal](#)

You will receive an email from noreply@hicom.co.uk when your account is activated. This email allows you to set your password.



Accent

The Accent system is used for Doctors, Dentists, and Public Health professionals across NHS Trusts and GP Practices to apply for Study and other professional leave. If you are working in an NHSE training programme your email address in Accent is aligned to the email address held in the NHSE TIS system (and used to access TIS Self Service).

Email

Password

Password is required.

Login

Trouble logging in? [Reset password](#)

If you do not know, or have forgotten, your password you can reset it from the homepage too. Select “Reset password” to be navigated to the below page, input your registered TIS/TSS email address and press “Reset Password”. You will receive an email with a link to allow you to change your password.



Forgotten your password?

Please enter your email address and we'll email you with steps to set a new password. Please note: if you are working in an NHSE training programme your email address is the same as on the TIS system (and used to access TIS Self Service).

Email

Reset Password

WHAT IF I DON'T RECEIVE THE ACTIVATION EMAIL?

If you do not receive the email:

- Check your junk or spam folder.
- Confirm the email address held on TIS is correct.

- If you still cannot access ALM, contact the support team (see support section below).
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CAN I SUBMIT STUDY LEAVE REQUESTS RETROSPECTIVELY?

No.

The **national study leave policy does not allow retrospective applications**. All study leave must be submitted **in advance** using ALM.

You cannot create a retrospective study leave application or add expenses to leave that was not approved in advance.

WHAT IF I HAVE EXCEPTIONAL CIRCUMSTANCES?

If you believe there are **extenuating circumstances** that prevented a prospective application, you must contact the VTS team directly:

s.anderson33@nhs.net

WHAT DO I NEED BEFORE SUBMITTING A STUDY LEAVE REQUEST?

You must:

- Apply **prospectively** via ALM.
- For study leave **TIME-only** requests – upload evidence that your **ES (if you are in a GP practice placement) / rota-co-ordinator (if you are in secondary care)** support the request.
- For study leave expenses **CLAIMS** - upload evidence that your **TPD / AD supports the request**
- Select the correct leave type (including **International** if applicable)

Applications without the required evidence may be delayed or rejected.

REQUESTING STUDY LEAVE

For GPRs in secondary care:

You **must** obtain written authorisation for study leave time from your **CS/rota co-ordinator** and upload this as part of your application.

For GPRs in GP placements:

You **must** obtain authorisation for study leave time from your **ES/Practice Manager** and upload this as part of your application.

For GPRs in ITPs:

When you wish to request study leave on days when you will be in **your non-GP placement**, you **must** obtain authorisation for study leave time from your **non-GP CS**. Otherwise, you should obtain authorisation from your ES/Practice Manager.

WHAT IF MY COURSE IS NOT ON THE APPROVED COURSE LIST?

SW School of Primary Care study leave policy: [Study Leave Guidance - Working across the South West](#)

Deanery study leave policy: [Study Leave Guidance - Working across the South West](#)

If you are unsure whether a course will be funded, please speak to Sarah before committing any funds.

DO I NEED TO SUBMIT AN APPLICATION EVEN IF THE COURSE IS ON A NON-WORKING DAY?

Yes.

You must still submit a **prospective study leave application** via ALM if you want to:

- Record the leave.
- Claim expenses.

Expense claims are only possible where the leave was submitted and approved in advance.

HOW DO EXPENSE CLAIMS WORK?

For early reimbursement for course-related costs, you **must**:

- Upload **actual receipts** for the course/conference cost, accommodation and travel expenses. Your claim will not be approved without actual receipts.
- **Claims for expenses for travel by car or subsistence** will need to be submitted separately within 8 weeks of the event, with actual receipts.

Please see the deanery policy and FAQs [Study Leave Guidance - Working across the South West](#)

Expenses can only be claimed against **approved**, prospectively submitted leave.

Expense claims will be **reimbursed via payroll**.

There is a high expectation of financial probity within the GMC Good Medical Practice which includes “act with honesty and integrity” within the standards for all doctors.

CAN I CANCEL A STUDY LEAVE REQUEST?

Yes.

You can cancel a future study leave application within ALM. If the application has already been approved, the cancellation will go through the approval chain.

You cannot cancel leave that is in the past.

WHO PAYS FOR MY STUDY LEAVE EXPENSES?

Study leave for Registrars is funded locally and reclaimed from the Trust, in line with existing local arrangements.

You still need to submit **all applications and claims through ALM**.

WHERE CAN I GET HELP IF I'M STUCK?

If you have problems accessing ALM or submitting an application, contact:

ALM IT Support

england.imsupport.south@nhs.net

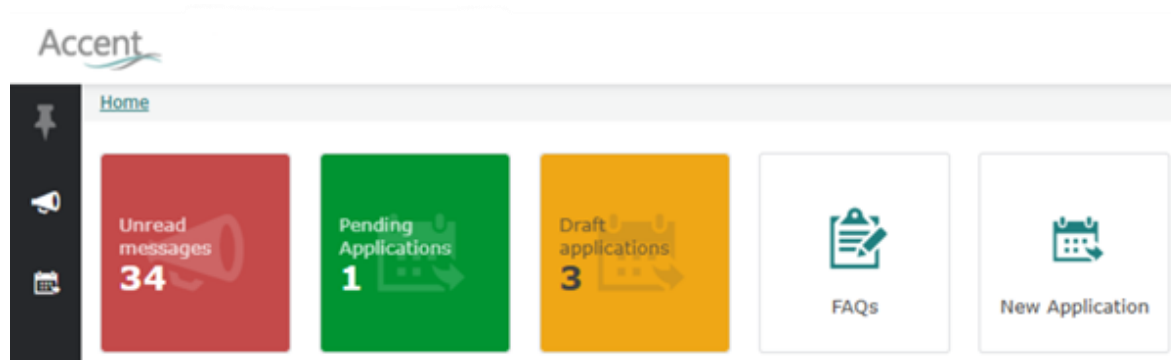
For study leave policy or expenses queries, email:

s.anderson33@nhs.net

KEY THINGS TO REMEMBER

- ALM is mandatory for **all GP Registrars**
- Applications must be **submitted in advance**.
- New applications for retrospective leave and expenses are **not allowed**.
- Mileage and subsistence claims must be submitted **within 8 weeks**.
- **Always** upload the required supporting evidence

Once you log in, you will land on the Accent Portal. From there, you can use the tiles on the main screen or the menu on the left to move around the system. You can also access your account from the top right-hand corner.



NEW APPLICATION

Select **New Application** to open a blank study leave form. This is the first step in submitting a request.

The image shows a 'Leave details' form. It has a light blue header bar with the title 'Leave details'. Below the header bar are four input fields: 'Applicant' (a text box), 'Leave type' (a dropdown menu), 'Start date' (a date picker), and 'End date' (a date picker). Below these fields is a 'Number of days' input field with the value '0'.

Select the placement you are applying against. If only one placement is available, it will be selected automatically. Select Leave type – International (if offered) or regular Study leave.

Save the details – Please note it is not possible to change these details after this point. If dates, leave type, or placements need to be changed a new application must be created.

EVENT DETAILS

Required information

You must enter:

- **Event details**
 1. *Tooltip: enter the full name or title of the event you wish to attend*
 - **Course reference details**
 - *Tooltip: use the reference number and title from the NHSE approved course list - [Study-Leave-Guidance-2026-27-v1.pdf](#) .*
 - **ES/CS/TPD approval must be uploaded in the document upload section.**

Placement approval for study leave time – this may be from your CS/rota co-ordinator, ES/Practice Manager, or non-GP CS depending on your placement.
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MANDATORY FIELDS (ALL MANDATORY FIELDS ARE MARKED WITH AN ASTERISK *)

- **Venue**
 - *Tooltip: provide the name of the venue or training location*
 - **Venue postcode**
 - *Tooltip: enter the full postcode of the venue. This is required for travel calculations*
 - **Provider**
 - *Tooltip: enter the organisation or training provider delivering the course*
 - **Supporting information**
 - *Tooltip: add brief details explaining why you are attending and how it supports your training*
 - **Website**
 - *Tooltip: If available, include a link to the course page for verification*
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DOCUMENT UPLOADS

You must upload:

- **Educational supervisor support**

- *Tooltip: upload written confirmation that supports this application*

Placement approval for study leave time – this may be from your CS/rota co-ordinator, ES/Practice Manager, or non-GP CS depending on your placement.

- **Supporting documents** (e.g. agenda)

- *Tooltip: upload any relevant course materials, agenda, invitation to present, programme or joining instructions*

- **TPD approval for expenses**

- *Tooltip: You must upload TPD's approval email or signed document*

Event details

Event *

Entitlement type

External

Course reference *

Venue

Venue postcode

Provider

Website

Supporting Information (2000 character limit)

Document upload

+ Add file(s)

DROP FILE(S) HERE TO UPLOAD

Select files...

ENTITLEMENTS AND BUDGETS

The Entitlement and Budget section will display the details of study leave days and expenditure taken from your entitlement and budget respectively.

Entitlements			
Leave type: Study	Entitlement type: None	Entitlement start and end date: 06/09/2023 - 03/09/2024	Entitlement days: 24
Remaining Entitlement: 11	Entitlement days pending approval: 35	Approved entitlement days taken: 0	

Budget			
Leave type: Study	Budget start and end date: 06/09/2023 - 03/09/2024		Budget amount: Unlimited
Remaining budget: Unlimited	Budget amount claimed but awaiting authorisation: £0.00		Approved budget used: £0.00
Budget amount estimated but not claimed: £0.00			

The available entitlements and budgets are displayed based on the dates you've selected. Select the appropriate entitlement and budget, where there is only one the system will automatically select it for you. If the system does not display an entitlement or budget, please contact the Accent Leave Manager Support team (england.imsupport.south@nhs.net), who will add an entitlement and budget for you.

COVER & AUTHORISATION

You are required to complete the Cover and Authorisation section. Mandatory fields are marked with an asterisk; you must acknowledge the Self Declaration by switching the toggle to Yes.

Placement approval for study leave time – this may be from your CS/rota co-ordinator, ES/Practice Manager, or non-GP CS depending on your placement.

Cover & authorisation	
Person covering *	
Educational supervisor *	
Rota manager *	
Have you checked that another member of your department is not on leave?	☒ No
Self Declaration *	
1. I have read my local NHSE regional study leave policy and declare that all the information given on this form is full and correct. 2. I have applied with the minimum required notice period, or explained why the application is short notice (eg given place from a waiting list). 3. For international applications, and ALL applications above the local threshold, I have uploaded written TPD approval. 4. I have added the following supporting information: a. What benefits I will gain from attending? b. Is the activity part of the college curriculum or guidelines on required training? c. For international activity, is the activity also available in UK? d. Any other relevant information.	
☒ No	

EXPENSES

⚠ IMPORTANT – YOU MUST UPLOAD ALL REQUIRED EVIDENCE FOR EXPENSE CLAIMS

- **Travel:** include the number of miles claimed for, as well as the mileage rate.
- Upload copies of **all receipts** for public transport, parking and any other claimable expenses.
- Upload a copy of the email from your **rota co-ordinator** (secondary care) or **ES/Practice Manager** (GP placements) confirming approval of the study leave time.
- Upload a copy of the email from your **TPD** confirming authorisation of study leave funding.

⚠ Without all of these items, your claim will be rejected. You should add estimates for any expenses you expect to incur and reclaim because of taking this study leave. These estimated expenses are to support your application for leave, they will not automatically result in reimbursement, nor should the approval of the study leave be taken as confirmation that the expenses will be reimbursed. Expenses can only be reclaimed with appropriate receipts, which should be uploaded onto the Accent system.

							+ Add
Expense Type	Estimated cost	Comments	Number of associated documents	Authorisation	Status		
Travel - Mileage	£20.00			Draft			
Fees - Courses/Conferences only	£100.00			Draft			

BEFORE YOU SUBMIT

⚠ TOP 5 THINGS PEOPLE FORGET

1. Applications must be submitted in advance. Retrospective requests are not allowed.
2. All mandatory fields marked with an asterisk must be completed.
3. Estimated expenses must be added before you submit the application.
4. If you are claiming travel, include mileage details and upload all receipts.
5. Upload both approval emails: one for study leave time and one for TPD funding authorisation.

- I have submitted my application in advance and not retrospectively.
- I have completed all mandatory fields marked with an asterisk.
- I have selected the correct leave type, including International if applicable.
- I have added all estimated expenses to my application.
- If claiming travel, I have included the number of miles and the mileage rate.

- I have uploaded all relevant receipts for public transport, parking and other claimable expenses.
- I have uploaded the approval email for study leave time from my rota co-ordinator, ES or Practice Manager, as applicable.
- I have uploaded the TPD email confirming authorisation of study leave funding.
- I have uploaded any supporting documents such as the course agenda, programme or invitation.

Once your application is complete and you have provided all mandatory fields you are able to submit your application. After you have submitted your leave application you can access it at any time via the My Applications menu item.

APPROVAL CHAIN

Once your application is submitted you can see the list of required approvers at the bottom of the page and the status of their decision i.e. who the application is currently sitting with for approval. You can message the approver that the application has reached (using the envelope icon), or everyone at a particular sequence. You may also download a PDF copy of the application or copy the application as a draft to create another application.

Please allow up to 5 working days for applications to be processed.

The screenshot shows a web interface for the 'Approval chain'. At the top, it says 'Sequence 30' with a clock icon. Below this, a card for 'Sarah Anderson (KSA)' contains an 'Approve' button (green), a 'Reject' button (red), and an 'Email a copy' toggle set to 'No'. At the bottom of the interface, there are four large green buttons: 'X Cancel Application', '< Back', '? Download Application', and '+ Copy as draft'.

CANCELLING LEAVE

If you have submitted an application, which you subsequently want to cancel, you can do this from within the leave application. If your application has been partially or fully approved, the cancellation request will also go through the approval chain. You cannot cancel leave that is in the past.